



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.



Posted 05/29/2014 JW
Posted 06/04/2014 JW

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING NOTICE: REAL ESTATE EDUCATION COMMITTEE

MEETING DATE AND TIME: Thursday, June 5, 2014 at 9:30 a.m.

**PLACE: Division of Professional Regulation
861 Silver Lake Boulevard, Cannon Building
Second Floor Conference Room A
Dover, Delaware**

**AMENDED AGENDA
(Amended items are denoted with an asterisk)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
 - 2.1 Meeting Minutes – May 1, 2014
- 3.0 Unfinished Business
 - 3.1 Draft Correspondence to Course Providers Regarding Concerns of Non-Compliance
- 4.0 New Business
 - 4.1 Update from the Commission – Ms. Klimowicz
 - 4.2 Review of Course Provider Applications
 - 4.2.1 Course Provider: Christopher J. DeMatteis
 - 4.2.1.1 Course Title: Mortgage Finance 101: Making Heads & Tails of the Mortgage Industry
Credit Hours: 2.0
Module: 7
 - 4.2.2 Course Provider: The Frederick Academy of Real Estate
 - 4.2.2.1 Course Title: 99 Hour Delaware Pre-Licensing Course
Credit Hours: 99.0
 - 4.2.2.2 Course Title: Module 1: Agency & Fair Housing
Credit Hours: 3.0
Module: 1
 - 4.2.2.3 Course Title: Module 2: Professional Standards
Credit Hours: 3.0

Module: 2

4.2.2.4 Course Title: Module 3: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.2.5 Course Title: Module 4: Office Management
Credit Hours: 3.0
Module: 4

4.2.2.6 Course Title: Module 5: Legislative Issues – Bankruptcy
Credit Hours: 3.0
Module: 5

4.2.2.7 Course Title: Module 5 – Legislative Issues – Agency
Credit Hours: 3.0
Module: 5

4.2.2.8 Course Title: Module 5 – Legislative Issues – Deferred Exchanges &
Capital Gains Tax
Credit Hours: 3.0
Module: 5

4.2.2.9 Course Title: Module 7: Foreclosure
Credit Hours: 3.0
Module: 7

4.2.3 Course Provider: Long & Foster Institute of Real Estate

4.2.3.1 Course Title: Delaware 99 Hour Pre-Licensing Course
Credit Hours: 99.0

4.2.4 Course Provider: Sussex County Association of Realtors

4.2.4.1 Course Title: DE Broker's Licensing
Credit Hours: 99.0

4.2.4.2 Course Title: DE Pre-Licensing
Credit Hours: 99.0

4.2.4.3 Course Title: Agency & Fair Housing
Credit Hours: 3.0
Module: 1

4.2.4.4 Course Title: Real Estate Documents
Credit Hours: 3.0
Module: 3

4.2.4.5 Course Title: Office Management
Credit Hours: 3.0
Module: 4

4.2.4.6 Course Title: Legislative Issues
Credit Hours: 3.0

Module: 5

4.2.4.7 Course Title: Investing in Commercial Real Estate
Credit Hours: 3.0
Module: 6

4.2.4.8 Course Title: Procuring Cause
Credit Hours: 3.0
Module: New Licensee Module 1 & Continuing Education Module 2

4.2.4.9 Course Title: Buyer Representation
Credit Hours: 3.0
Module: New Licensee Module 2

4.2.4.10 Course Title: Seller Representation
Credit Hours: 3.0
Module: New Licensee Module 3

4.2.4.11 Course Title: Real Estate Professionalism
Credit Hours: 3.0
Module: New Licensee Module 4

*4.2.5 Course Provider: Omega Real Estate School

4.2.5.1 Course Provider: Let's Get It Right
Credit Hours: 3.0
Module: 2

4.3 Review of Instructor Applications

4.3.1 Christopher DeMatteis
Continuing Education: Module 7 – Mortgage Finance

4.3.2 Heidi Gilmore
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 7

Pre-Licensing Course: Orientation; Real Estate Law

Broker's Course: Real Estate Documents; Financing; Ethics; Legal & Governmental Aspects of Real Estate

4.3.3 Robert Ross
Pre-Licensing Course: Real Estate Mathematics

*4.3.4 Frank Panunto
Continuing Education: New Licensee Modules 1 – 4; Continuing Education Modules 1 – 6

Pre-Licensing Course: Orientation; Real Estate Sales

4.4 Review of Student Requests for Approval of Continuing Education

4.4.1 Student Name: Kristen Brough
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.4.2 Student Name: Aimee DeBenedictis
Course Title: Module 3: Real Estate Documents
Course Provider: Sussex County Association of Realtors
Credit Hours: 3.0
Requesting Approval for Module: New Licensee Module 3

4.5 Review Request of Reconsideration from the American School of Real Estate Express, LLC

*4.6 Discussion Regarding Topics for Annual Seminar

5.0 Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – June 26, 2014 at 9:30 a.m.

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.